

# CONTRACT DATA REQUIREMENTS LIST

(2 Data Items)

Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. 0002		B. EXHIBIT 1		C. CATEGORY: TDP _____ TM _____ OTHER _____	
D. SYSTEM / ITEM Fire/Personnel Prot. Damage Control		E. CONTRACT / PR NO. N00167-01-D-		F. CONTRACTOR	
1. DATA ITEM NO. A0001		2. TITLE OF DATA ITEM PROGRAM PROGRESS REPORT		3. SUBTITLE MONTHLY PROGRESS REPORT	
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80555		5. CONTRACT REFERENCE SOW PARA 6.1		6. REQUIRING OFFICE NSWCCD-Code 643	
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY MONTHLY	12. DATE OF FIRST SUBMISSION 30 DACA	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION 30 Days	15. TOTAL	
16. REMARKS ITEM 10.1 DELETE "contractor's format" and insert MS Project. ITEM 10.2 ADD "for each delivery order". ITEM 10.2.2 ADD "for all work performed on ships include ship class, ship names and hull numbers". ITEM 10.2.5 DELETE "illustration".				17. PRICE GROUP	
1. DATA ITEM NO. A0002				2. TITLE OF DATA ITEM FUNDS AND MAN-HOUR EXPENDITURE REPORT	
4. AUTHORITY (Data Acquisition Document No.) DI-FNCI-80331		5. CONTRACT REFERENCE SOW PARA 6.2		6. REQUIRING OFFICE NSWCCD-Code 643	
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY MONTHLY	12. DATE OF FIRST SUBMISSION 30 DACA	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION 30 Days	15. TOTAL	
16. REMARKS 10.1 a. DELETE "estimates" 10.1 b. DELETE in its entirety 10.1 c. DELETE in its entirety 10.3.1 DELETE in its entirety 10.3.1.5 DELETE in its entirety 10.3.1.6 DELETE in its entirety 10.3.2 DELETE in its entirety				17. PRICE GROUP	
G. PREPARED BY		H. DATE		I. APPROVED BY	
				J. DATE	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

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A. CONTRACT LINE ITEM NO. 0002		B. EXHIBIT 1		C. CATEGORY: TDP _____ TM _____ OTHER _____		
D. SYSTEM / ITEM SCBA		E. CONTRACT / PR NO. N00167-01-D-		F. CONTRACTOR		
1. DATA ITEM NO. A0003	2. TITLE OF DATA ITEM PROGRAM PROGRESS REPORT			3. SUBTITLE SCBA PROGRESS REPORT		
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80555		5. CONTRACT REFERENCE SOW PARA 6.3		6. REQUIRING OFFICE Code 643/916.3		
7. DD 250 REQ DD	8. DIST STATEMENT REQUIRED N/A	10. FREQUENCY MONTHLY	12. DATE OF FIRST SUBMISSION 30 DAC	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES	
16. REMARKS				Code 643	Draft	Final
				Code 916.3		
				15. TOTAL		

1. DATA ITEM NO. A0004		2. TITLE OF DATA ITEM STATUS REPORT		3. SUBTITLE TEAM LEADER MEETINGS/STATUS RPT		
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80368		5. CONTRACT REFERENCE SOW PARA 6.4		6. REQUIRING OFFICE Code 643/916.3		
7. DD 250 REQ LT	8. DIST STATEMENT REQUIRED N/A	10. FREQUENCY AS REQ.	12. DATE OF FIRST SUBMISSION 15 DAC	14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES	
16. REMARKS				Code 916.3	Draft	Final
				Code 643		
				15. TOTAL		

G. PREPARED BY		H. DATE	I. APPROVED BY	J. DATE
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A. CONTRACT LINE ITEM NO. 0002		B. EXHIBIT 1		C. CATEGORY: TDP _____ TM _____ OTHER _____			
D. SYSTEM / ITEM SCBA		E. CONTRACT / PR NO. N00167-01-D		F. CONTRACTOR			
1. DATA ITEM NO. A0005	2. TITLE OF DATA ITEM STATUS REPORT		3. SUBTITLE ALTERATION/REPAIR LOGISTICS RPT				
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80368		5. CONTRACT REFERENCE SOW PARA 6.5		6. REQUIRING OFFICE NSWCCD-Codes 643/916.3			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY AS REQ.	12. DATE OF FIRST SUBMISSION SHIP'S IN-BRIEF	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION SHIP'S OUT-BRIEF	a. ADDRESSEE	b. COPIES		
16. REMARKS See AIT INSTRUCTION 9090.310C Appendix C messages and reports: This data item is invoked when an installation requires that hardware is installed, ship configuration is changed, or training is required. ITEM 10.1.1 ADD a. (reference to Shipalt, technical instruction, other contract direction, and/or SOW and previous related submittals) ITEM 10.1.1 ADD h. Date and Serial Number ITEM 10.2.2 DELETE in its entirety and replace with the following: The report shall contain all data necessary to keep the configuration current in accordance with the following outline; essential content of ILS Package body: a. copies of technical manuals; b. Maintenance Index Pages (MIP) and Requirements Cards (MRC); c. Allowance Equipage List (AEL) and Parts List (APL); d. OPNAV 4790/CK; and e. Training Aids.				Draft	Final		
					Reg	Repro	
				Code 916.3		1	
				Code 643		1	
				15. TOTAL			

1. DATA ITEM NO. A0006		2. TITLE OF DATA ITEM MATERIAL STATUS REPORT		3. SUBTITLE MATERIAL PROCUREMENT REPORT			
4. AUTHORITY (Data Acquisition Document No.) DI-ILSS-80521		5. CONTRACT REFERENCE SOW PARA 6.6		6. REQUIRING OFFICE NSWCCD-Codes 643/916.3			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED NA/	10. FREQUENCY AS REQ. BY DO SOW	12. DATE OF FIRST SUBMISSION AS REQ BY DO SOW	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION AS REQ BY DO SOW	a. ADDRESSEE	b. COPIES		
16. REMARKS ITEM 10.2.1 ADD ITEM 10.2.1.2 provide index of purchase orders ITEM 10.2.1 ADD ITEM 10.2.1.3 provide copies of purchase orders				Draft	Final		
					Reg	Repro	
				Code 643		1	
				Code 916.3		1	
				15. TOTAL			

G. PREPARED BY		H. DATE	I. APPROVED BY	J. DATE
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**(2 Data Items)**

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**PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 220 HOURS PER RESPONSE.** including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. 0002		B. EXHIBIT I		C. CATEGORY: TDP _____ TM- _____ OTHER _____			
D. SYSTEM / ITEM SCBA		E. CONTRACT / PR NO. N00167-01-D-		F. CONTRACTOR			
1. DATA ITEM NO. A0007	2. TITLE OF DATA ITEM INSPECTION AND TEST PLAN			3. SUBTITLE INSPECTION SYSTEM PLAN			
4. AUTHORITY (Date Acquisition Document No.) DI-QCIC-81110		5. CONTRACT REFERENCE SOW PARA 6.7		6. REQUIRING OFFICE NSWCCD Codes 643/916.3			
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY AS REQ BY DO SOW	12. DATE OF FIRST SUBMISSION AS REQ BY DO SOW	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION AS REQ BY DO SOW	a. ADDRESSEE	b. COPIES		
15. REMARKS As required by individual delivery orders.					Draft	Final	
				Code 643		1	
				Code 916.3		1	
				15. TOTAL			

1. DATA ITEM NO. A0008		2. TITLE OF DATA ITEM TEST PROCEDURE		3. SUBTITLE			
4. AUTHORITY (Date Acquisition Document No.) DI-NDTI-80603		5. CONTRACT REFERENCE SOW PARA 6.8		6. REQUIRING OFFICE NSWCCD Code 643/916.3			
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY AS REQ BY DO SOW	12. DATE OF FIRST SUBMISSION AS REQ BY DO SOW	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES		
15. REMARKS As required by individual delivery orders.					Draft	Final	
				Code 643		1	
				Code 916.3		1	
				15. TOTAL			

G. PREPARED BY		H. DATE	I. APPROVED BY	J. DATE
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A. CONTRACT LINE ITEM NO. 0002		B. EXHIBIT 1		C. CATEGORY: TDP _____ TM _____ OTHER _____	
D. SYSTEM / ITEM SCBA		E. CONTRACT / PR NO. N00167-01-D		F. CONTRACTOR	
1. DATA ITEM NO. A0009	2. TITLE OF DATA ITEM CERTIFICATION DATA REPORTS			3. SUBTITLE TEST AND INSPECTION REPORTS	
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80678		5. CONTRACT REFERENCE N00167-01-D-		6. REQUIRING OFFICE NSWCCD Codes 643/916.3	
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY AS REQ BY DO SOW	12. DATE OF FIRST SUBMISSION AS REQ BY DO SOW	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION AS REQ BY DO SOW	15. TOTAL	
16. REMARKS As required by individual delivery orders.				17. PRICE GROUP	
				18. ESTIMATED TOTAL PRICE	

1. DATA ITEM NO. A0010		2. TITLE OF DATA ITEM PRODUCT DRAWINGS AND ASSOCIATED LISTS		3. SUBTITLE DRAWINGS	
4. AUTHORITY (Data Acquisition Document No.) DI-DRPR-81000A		5. CONTRACT REFERENCE N00167-01-D-		6. REQUIRING OFFICE NSWCCD Code 643/916.3	
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY AS REQ BY DO SOW	12. DATE OF FIRST SUBMISSION AS REQ BY DO SOW	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION AS REQ BY DO SOW	15. TOTAL	
16. REMARKS As required by individual delivery orders.				17. PRICE GROUP	
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A. CONTRACT LINE ITEM NO. 0002 B. EXHIBIT 1 C. CATEGORY: TDP \_\_\_\_\_ YM- \_\_\_\_\_ OTHER \_\_\_\_\_

D. SYSTEM / ITEM Fire/Personnel Prot. Damage Control E. CONTRACT / PR NO. N00167-01-D- F. CONTRACTOR

1. DATA ITEM NO. A0011 2. TITLE OF DATA ITEM SCIENTIFIC AND TECHNICAL REPORTS 3. SUBTITLE ENGINEERING AND TECHNICAL INFO

4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80711A 5. CONTRACT REFERENCE SOW PARA 6.11 6. REQUIRING OFFICE NSWCCD Codes 643/916.3

7. DD 250 REQ LT 8. APP CODE 9. DIST STATEMENT REQUIRED B 10. FREQUENCY ONE/R 11. AS OF DATE 12. DATE OF FIRST SUBMISSION AS REQ. 13. DATE OF SUBSEQUENT SUBMISSION 14. DISTRIBUTION a. ADDRESSEE b. COPIES Draft Final Reg Repro

15. REMARKS As required by individual delivery orders.  
Block 9: Distribution statement B applies - "Distribution authorized to US Government Agencies only. Other requests for the document must be referred to NAVSEA 03L."

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

1. DATA ITEM NO. A0012 2. TITLE OF DATA ITEM PRESENTATION MATERIALS 3. SUBTITLE

4. AUTHORITY (Data Acquisition Document No.) DI-ADMN-81373 5. CONTRACT REFERENCE N00167-01-D- 6. REQUIRING OFFICE NSWCCD Codes 643/916.3

7. DD 250 REQ LT 8. APP CODE 9. DIST STATEMENT REQUIRED N/A 10. FREQUENCY AS REQ BY DO SOW 11. AS OF DATE 12. DATE OF FIRST SUBMISSION AS REQ BY DO SOW 13. DATE OF SUBSEQUENT SUBMISSION 14. DISTRIBUTION a. ADDRESSEE b. COPIES Draft Final Reg Repro

15. REMARKS As required by individual delivery orders.

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A. CONTRACT LINE ITEM NO. 0002		B. EXHIBIT 1	C. CATEGORY: TOP _____ TM _____ OTHER _____	
D. SYSTEM / ITEM Fire/Personnel Prot & Damage Control		E. CONTRACT / PR NO. N00167-01-D		F. CONTRACTOR

1. DATA ITEM NO. A0013	2. TITLE OF DATA ITEM TRAINING MATERIALS	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.) DI-ILSS-80872		5. CONTRACT REFERENCE SOW PARA 6.13		6. REQUIRING OFFICE NSWCCD Codes 643/916.3	
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY AS REQ.	12. DATE OF FIRST SUBMISSION SEE BLOCK 16	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Reg Final

16. REMARKS Block 12: As required by individual delivery orders.				15. TOTAL → 2	
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17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

1. DATA ITEM NO. A0014		2. TITLE OF DATA ITEM STATUS OF GOVERNMENT FURNISHED EQUIPMENT (GFE) REPORT		3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80269		5. CONTRACT REFERENCE N00167-01-D-		6. REQUIRING OFFICE NSWCCD Codes 643/916.3	
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY AS REQ.	12. DATE OF FIRST SUBMISSION AS REQ.	14. DISTRIBUTION	
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES Draft Reg Final

16. REMARKS Block 12: Required under delivery orders where GFE has been provided.  ADD ITEM 10.2.7 The report shall reference the associated delivery order for each piece of equipment.				15. TOTAL → 2	
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<b>A. CONTRACT LINE ITEM NO.</b> 0002		<b>B. EXHIBIT</b> 1		<b>C. CATEGORY:</b> YDP _____ TM- _____ OTHER _____	
<b>D. SYSTEM / ITEM</b> SCBA		<b>E. CONTRACT / PR NO.</b> N00167-01-D-		<b>F. CONTRACTOR</b>	
<b>1. DATA ITEM NO.</b> A0015		<b>2. TITLE OF DATA ITEM</b> STATUS REPORT		<b>3. SUBTITLE</b> SELECTED CONFIGURATION RECORDS MATRIX	
<b>4. AUTHORITY (Data Acquisition Document No.)</b> DI-MGMT-80368		<b>5. CONTRACT REFERENCE</b> N00167-01-D-		<b>6. REQUIRING OFFICE</b> NSWCCD Codes 643/916.3	
<b>7. DD 250 REQ</b> LT	<b>9. DIST STATEMENT REQUIRED</b> N/A	<b>10. FREQUENCY</b> SEE BLK 16	<b>12. DATE OF FIRST SUBMISSION</b> SEE BLK 16	<b>14. DISTRIBUTION</b>	
<b>8. APP CODE</b>		<b>11. AS OF DATE</b>	<b>13. DATE OF SUBSEQUENT SUBMISSION</b>	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>
					Draft Reg Repro
<b>16. REMARKS</b> Blocks 10 and 12. Provide to Code 643/916.3 concurrent with submittal of completion report.  ITEM 10.2.2 DELETE in its entirety and replace with: Selected Configuration Records Matrix shall contain all data necessary for the development of Ships Configuration Change Forms (OPNAV 4790/CK) in accordance with the following: 10.1 Hull number 10.2 RIC (APL) Number 10.3 EFD (Description) 10.4 Quantity; and, 10.5 Location by Compartment Number				Code 643	1
				Code 916.3	1

<b>1. DATA ITEM NO.</b>		<b>2. TITLE OF DATA ITEM</b>		<b>3. SUBTITLE</b>	
<b>4. AUTHORITY (Data Acquisition Document No.)</b>		<b>5. CONTRACT REFERENCE</b>		<b>6. REQUIRING OFFICE</b>	
<b>7. DD 250 REQ</b>	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b>	<b>12. DATE OF FIRST SUBMISSION</b>	<b>14. DISTRIBUTION</b>	
<b>8. APP CODE</b>		<b>11. AS OF DATE</b>	<b>13. DATE OF SUBSEQUENT SUBMISSION</b>	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>
					Draft Reg Repro
<b>16. REMARKS</b>					

<b>G. PREPARED BY</b>		<b>H. DATE</b>	<b>I. APPROVED BY</b>	<b>J. DATE</b>
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DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
2. TITLE  PROGRAM PROGRESS REPORT		1. IDENTIFICATION NUMBER  DI-MGMT-80555		
3. DESCRIPTION / PURPOSE  3.1 The Program Progress Report provides the Government with the means to evaluate and monitor the progress made by the contractor of tasks in accomplishing the goals established for the program.				
4. APPROVAL DATE (YYMMDD)  880330	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)  G/T213	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION / INTERRELATIONSHIP  7.1 This data item description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.  7.2 This DID is applicable when the monitoring of the progress of a program is required on a periodic basis.  7.3 This DID supersedes DI-E-5009A, DI-E-5038A, and DI-A-5023.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER  G4365	
10. PREPARATION INSTRUCTIONS  10.1 <u>Format</u> . The Program Progress Report shall be in contractor's format. 10.1.1 <u>Title page</u> . The title page shall contain the following: 10.1.1.1 <u>Title</u> . The title shall identify the subject of the report, program name, or task. 10.1.1.2 <u>Name of contractor</u> . The name of the contractor preparing the report. 10.1.1.3 <u>Contract number</u> . The procurement instrument identification number. 10.1.1.4 <u>Key person</u> . The individual assigned to the task or who produced the report. 10.1.1.5 <u>Reporting Period</u> . The dates the reporting period begins and ends. 10.1.2 <u>Page size</u> . The report shall be on 8 1/2 x 11 inch or metric size A4 paper and typewritten or otherwise duplicated in nonfading ink. 10.2 <u>Content</u> . The report shall contain the following: 10.2.1 <u>Work summary</u> . A brief summary of work performed during the reporting period providing positive or negative comments.  (Continued on page 2)				
11. DISTRIBUTION STATEMENT  <u>DISTRIBUTION STATEMENT A</u> : Approved for public release; distribution is unlimited.				

Block 10, Preparation Instructions (Continued)

10.2.2 Schedule. A statement as to whether task or program is on schedule and if not, efforts planned to meet schedule shall be explained.

10.2.3 Studies. Discussion of all studies conducted during the reporting period and the results.

10.2.4 Experimental work/test procedures. An explanation of experimental work accomplished, description of test procedures applied (cite applicable military specification, paragraph number and test parameters), results of test and conclusions determined.

10.2.5 Designs. A description and illustration of all designs produced, along with required changes made to a previous design and a brief statement of any problems encountered.

10.2.6 Test equipment. Description, nomenclature and serial number of all test equipments used on the project including appropriate schematic or block diagrams.

10.2.6.1 List the serial number of all equipment(s) subjected to the testing.

10.2.6.2 Provide a brief description of all special test equipment designed or constructed for use on the project including appropriate schematic or block diagrams.

10.2.7 Test performed. Identification and description of all test(s) performed (cite applicable military specification, paragraph number, and test parameters).

10.2.7.1 Provide control settings of the test sample.

10.2.7.2 Resolutions of measurement equipment and range of input signals.

10.2.8 Failures. A brief explanation of any failures associated with test and appropriate, photographs, sketches, etc. to show failures, their causes or other unusual conditions.

10.2.9 Difficulties/problems. Describe any difficulties or problems encountered or which previously existed which could alter the progression of work along with recommendations of resolution.

10.2.10 Plan. Steps followed during execution of tasks.

10.2.11 Completion dates. Projected completion dates for each task.

10.2.12 Percentage. Percentage of task completed to date and percentage of allocated funds expended on tasks.

10.2.13 Additional information. Other information which may cause a significant change in the work schedule.

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
2. TITLE  FUNDS AND MAN-HOUR EXPENDITURE REPORT		1. IDENTIFICATION NUMBER  DI-FNCL- 80331		
3. DESCRIPTION/PURPOSE  3.1 This report provides Government visibility into contractor expenditures for labor, materials, travel and other contract charges. It tracks these expenditures against baseline values, and provides to-completion estimates.				
4. APPROVAL DATE (YYMMDD)  870227	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)  G/T213	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable to time and material, research and development and other contracts where use of Cost Performance Reporting (CPR) or Cost/Schedule Status Reporting (C/SSR) are not appropriate. It is not applicable on fixed-price contracts. It is acquired on a periodic basis. <div style="text-align: right;">(Continued on Page 2)</div>				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER  G4079
10. PREPARATION INSTRUCTIONS 10.1 <u>General</u> . The Funds and Man-Hour Expenditure Report shall contain the following data: <div style="margin-left: 20px;"> a. A tabular listing of funding and man-hour expenditures inclusive of the reporting period compared to original baseline values, including to-completion estimates.  b. A graphical plot of planned versus actual funding expenditures.  c. A graphical plot of planned and actual percentage of work completed. </div> 10.2 <u>Scope</u> . Each task, job-order, sub-task, or unit of work will be separately addressed. If schedule or milestone reporting is also a reporting requirement under the contract, the breakdown of work task elements should be consistent with that reporting. 10.3 <u>Format and content</u> . The report shall contain the following: 10.3.1 <u>Funds and man-hour expenditure summary</u> . This chart shall contain the following data elements (See Figure 1): 10.3.1.1 <u>Original negotiated contract</u> . A summary of all cost elements associated with the original negotiated contract. This is defined as the contractor's original cost proposal, as negotiated and accepted by the Government. It is that cost as it appears on the original contract document. Its elements shall contain that cost estimate breakdown by category (i.e., direct labor (Sr. Engineer, Jr. Engineer, draftsman, engineering shop, etc.), burden/overhead, material/parts, travel, subsistence, fringe, General and <div style="text-align: right;">(Continued on Page 2)</div>				
11. DISTRIBUTION STATEMENT  <u>DISTRIBUTION STATEMENT A</u> : Approved for public release; distribution is unlimited.				

Block 7, Application/Interrelationship (Continued)

7.3 It is not intended that all the requirements contained herein should be applied to every contract or program phase. Portions of this DID are subject to deletion tailoring depending on the management requirements of the solicitation/contract in which it is applied.

7.4 This DID is related to DI-A-5016, Project Planning/Actual Progress Chart (Other than fixed price contracts), and DI-FNCL-80003, Man-Hour Expenditure Chart.

7.5 This DID supersedes DI-A-5001B, DI-A-5003F and U-A-5595.

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Block 10. Preparation Instructions (Continued)

Administrative (G & A) fee, outstanding commitments, etc.), as provided in the accepted proposal. Items and amounts specified in this entry shall remain constant on successive reports during the term of the contract.

10.3.1.2 Latest negotiated contract changes. A summary of the latest negotiated contract changes. It shall be a recapitulation of the 10.3.1.1 data elements reflecting all subsequent changes resulting from contract modifications. Breakdown by category shall be as provided in 10.3.1.1 unless altered by a contract modification. Indicate "none" if revised proposals have no effect.

10.3.1.3 Reporting period expenditures. Expenditure data for the current reporting period for the work task categories used in 10.3.1.1 or 10.3.1.2 (as applicable), and covering man hours, funds, and the change (new orders minus fulfilled orders) in outstanding commitments.

10.3.1.4 Cumulative expenditure to date. Cumulative man hour, funds and outstanding commitments expenditure data through the current reporting period for the work task categories used in 10.3.1.1 and 10.3.1.2 (as applicable). Additionally, show the cumulative costs as a percentage of the 10.3.1.1. or 10.3.1.2 costs.

10.3.1.5 Estimated cost-to-complete. The estimated costs required to complete the work task from the reporting date to the date of completion. This estimate shall be defined by categories as they appear in 10.3.1.1 or 10.3.1.2. All estimates shall be justified.

10.3.1.6 Latest cost estimate. An estimate of the final total cost at completion of the work effort. This is derived from 10.3.1.4 and 10.3.1.5. Deviations between the original contract and/or latest negotiated contract change shall be justified/explained in footnote remarks.

10.3.2 Funds expenditure graph. A funds expenditure graph shall be included. The graph shall be reproducible to enable periodic changes reflecting current contract funding status to be entered. The graph shall portray, on a periodic basis, the planned versus actual total dollar expenditures and the percentage of the total contract dollars that the expenditure represents (See Figure 2).

Block 10. Preparation Instructions (Continued)

10.3.3 Work completed graph. A work completed graph shall be included that reflects the percentage of work completed by the contractor through the current reporting period. The graph shall plot actual completion versus planned completion, and shall be maintained current and be fully legible and reproducible (See Figure 3).

FUND AND MAN HOUR EXPENDITURE SUMMARY										SUMMARY/WORK PACKAGE TITLE: _____	
DATE PREPARED: _____										REPORTING PERIOD: _____	
CONTRACT NO: _____											
CONTRACTOR: _____											
	A ORIG. NEGOTIATED CONTRACT		B LATEST NEGOTIATED CONTRACT CHANGES		C REPORTING PERIOD EXPENDITURES		D CUMULATIVE EXPENDITURES TO DATE			E ESTIMATED COST TO COMPLETE	F LATEST COST ESTIMATE (D2 + E) <sup>**</sup>
	A1 MAN HOURS	A2 DOLLAR VALUE	B1 MAN HOURS	B2 DOLLAR VALUE	C1 MAN HOURS	C2 DOLLAR VALUE	D1 TOTAL MAN HOURS	D2 DOLLAR VALUE	D3 % DOLLAR VALUE*		
1. DIRECT LABOR (EMPLOYEE CLASS)											
( )											
( )											
( )											
( )											
( )											
( )											
( )											
( )											
( )											
( )											
TOTAL LABOR BURDEN/OVERHEAD											
2. TOTAL LABOR & BURDEN/OVERHEAD											
3. MATERIALS & PARTS											
4. TRAVEL EXPENSES											
5. OTHER DIRECT COSTS \$											
6. SUB-TOTAL COSTS \$ (SUM OF 2 THROUGH 5)											
7. GENERAL & ADMINISTRATIVE COSTS											
8. TOTAL COST (SUM OF 6 & 7)											
9. FEE (OR PROFIT)											
TOTAL CONTRACT AMOUNT \$ (SUM OF 8 & 9)											
OUTSTANDING COMMITMENTS***											
TOTAL COMMITMENTS AND EXPENDITURES											

\* THIS FIGURE SHALL BE CALCULATED AS PERCENTAGE OF THE LATEST NEGOTIATED CONTRACT CHANGES, NEGOTIATED CONTRACT, IF ANY; OTHERWISE AS A PERCENTAGE OF THE ORIGINAL NEGOTIATED CONTR.

\*\* THE INCURRENCE OF EXPENDITURES IN EXCESS OF THE CONTRACT AMOUNT REQUIRES APPROPRIATE AUTHORIZATIONS BY THE CONTRACTING OFFICER.

\*\*\* UNFILLED PURCHASE ORDERS AT END OF REPORTING PERIOD.

NOTE: THIS FIGURE SERVES ONLY AS AN ILLUSTRATION OF THE TYPES OF ENTRIES REQUIRED FOR A FUNDS AND MAN HOURS EXPENDITURE SUMMARY AND PROVIDES A SAMPLE FORMAT.

FIGURE 1. Sample funds and man hour expenditure summary

# FUNDS EXPENDITURE AND WORK COMPLETED GRAPHS

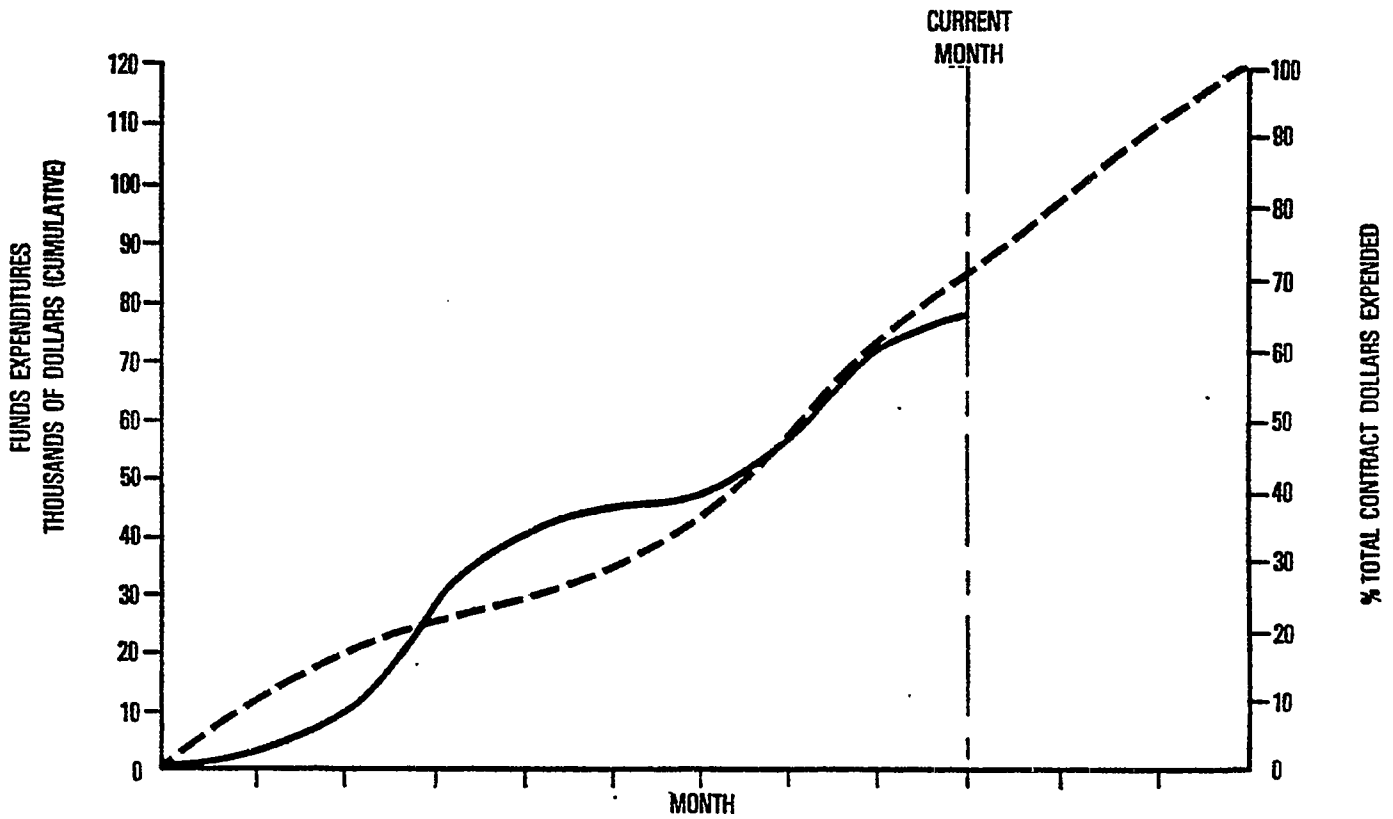


FIGURE 2. Funds expenditure graph

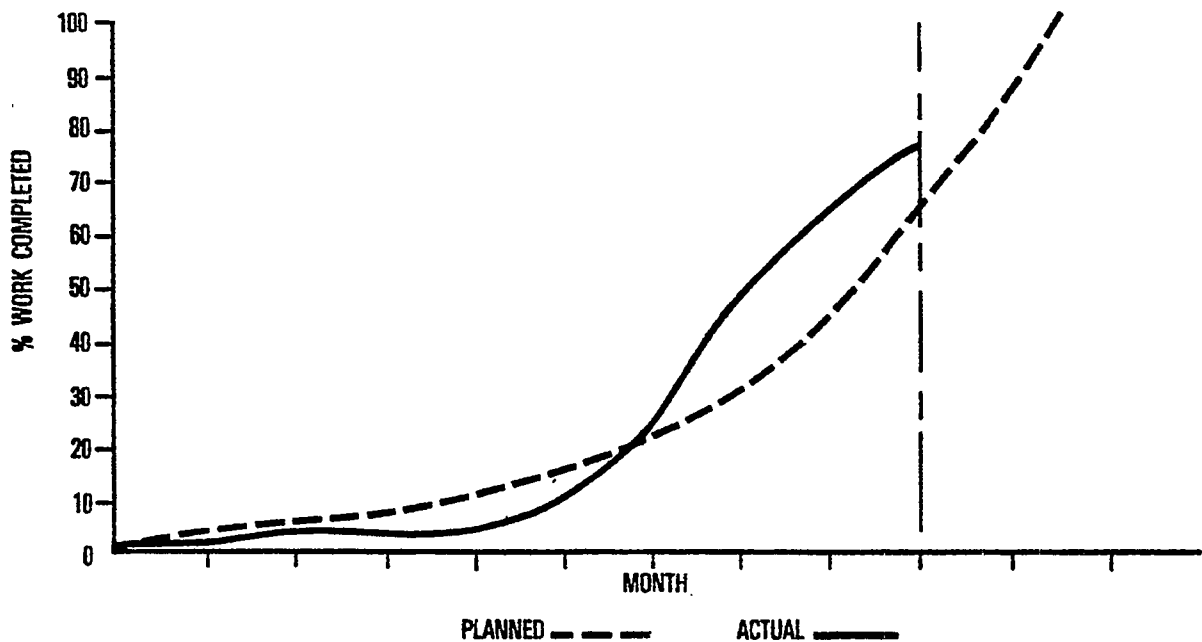


FIGURE 3. Percent work completed graph

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
2. TITLE  STATUS REPORT		1. IDENTIFICATION NUMBER  DI-MGMT- 80368		
3. DESCRIPTION/PURPOSE  3.1 The Status Report documents the status of contractor effort towards achieving contract objectives. It identifies accomplishments to date and difficulties encountered, and compares the status achieved to planned goals and the resources expended. It is used by the Government to monitor and evaluate contractor performance.				
4. APPROVAL DATE (YYMMDD) 870608	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)  G/T213	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP  7.1 This data item description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.  7.2 It is not intended that all the requirements herein should be applied to every program. Portions of this DID are subject to tailoring by deletion depending on the specific status reporting requirements of the project. (Continued on Page 2)				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER  G4130
10. PREPARATION INSTRUCTIONS  10.1 <u>Format</u> . The Status Report may be in contractor format.  10.1.1 <u>Identification</u> . The data indicated below shall be contained on a title page or on the first page of the report.  a. Title/identification of the system/component/program/project. b. Type of report (e.g., monthly, interim, final). c. Period covered by the report. d. Contract number. e. Preparing activity or contractor's title. f. Security classification, when required. g. Distribution Statement  10.1.2 <u>Page size</u> . The report shall be on 8 1/2 by 11 inch (metric A4) paper.  10.2 <u>Content</u> . The report shall contain the following:  10.2.1 <u>Summary</u> . The summary shall include a brief statement of the overall project status, covering the accomplished technical activities and development, objectives of efforts, summary results of efforts, identification of major problems/deficiencies with impact, and recommended solutions.  10.2.2 <u>Body of report</u> . The Status Report shall contain the following items, where applicable: (Continued on Page 2)				
11. DISTRIBUTION STATEMENT  <u>DISTRIBUTION STATEMENT A</u> : Approved for public release; distribution is unlimited.				



Block 7, Application/Interrelationship (Continued)

7.3 This DID is related to DI-FNCL-80331, Funds and Man-Hour Expenditure Report which can be used in conjunction with this report if Block 10 paragraph 10.2.2.3 below is deleted.

7.4 This data item description supersedes DI-A-5004A, DI-A-5008A, DI-A-5028, and DI-E-5039B.

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Block 10, Preparation Instructions (Continued)

10.2.2.1 Milestone/task status. The status of each milestone/task as defined by the statement of work or contract, as applicable:

a. A statement as to whether or not the program/project/task is on schedule; if not, the effort planned to meet the schedule shall be indicated. Include an overall status of each milestone, task, or unit of work. Include updated schedule sheets, milestone charts, or task synopsis sheets identifying phase of task and percentage of completion of each task, technical instruction, or order.

b. A comparison of achieved end-product performance capabilities projected against contract baseline values, requirements, or allocations.

c. Effort expended on each task to date, and a brief description of technical developments and accomplishments.

d. Key dates in any testing program and a description of tests performed and significant test results. If applicable, a description of the amount and type of down time on the equipment or system under test.

e. A list of all designs completed and a brief description of each item. For designs in process, provide estimated dates for design and drawing completion.

f. A narrative of outstanding problems existing as of the previous status report, and their resolution status.

g. New problem areas encountered or anticipated, their effect on the overall work effort/project, and steps being taken to remedy problem situations.

h. Significant results of conferences, trips, or directives from the Contracting officer's representatives.

i. Any other information which may cause significant changes in the program schedule.

10.2.2.2 Future plans. Summary of future plans, recommendations and proposals both for the next reporting period and for any long term plans.

10.2.2.3 Itemized man-hours and costs. Itemized man-hour and cost expenditure incurred for the reporting period by category and task, total contractual expenditures, and funds remaining as of the reporting date.

Block 10, Preparation Instructions (Continued)

10.2.2.4 Contract deliveries status. The status of each deliverable end item, including data deliveries, as required by the contract. Provide item and contract identification, shipping/transmittal data, acceptance status, security classification, and scheduled due date information.

10.2.2.5 Report preparer. Name of person(s) preparing report and telephone number(s).

10.2.3 Appendices. Appendices, where applicable, for tables, references, charts, or other descriptive material. Each appendix shall be identified and referenced in the appropriate area of the report.

# DATA ITEM DESCRIPTION

Form Approved  
OMB No. 0704-0188

2. TITLE

Material Status Report

1. IDENTIFICATION NUMBER

DI-ILSS-80521

3. DESCRIPTION / PURPOSE

3.1 The Material Status Report provides status of requisitions of part numbered items. The data is used by logistics personnel to monitor material status at operating sites.

4. APPROVAL DATE  
(YYMMDD)

880128

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

F/AFSPACECOM-LKSP

6a. DTIC REQUIRED

6b. GIDEP REQUIRED

7. APPLICATION / INTERRELATIONSHIP

7.1 This Data Item Description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 The Material Status Report is applicable to operating and maintenance contracts where a contractor processes part number requisitions.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

F4310

PREPARATION INSTRUCTIONS

10.1 Format: The report shall be a computer listing in contractor format.

10.2 Content: The report shall provide the following information:

10.2.1 Procurement.

10.2.1.1 Nomenclature, requisition number, part number, quantity, unit of issue, date requisition received, date order placed with vendor, purchase order number, date material shipped, date receipt processed, and unit price.

10.2.3 Repair action.

10.2.3.1 Date material turned in, date material received at repair agency, name and address of repair agency, cost of repair, date material shipped from repair agency, and date material received.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

**DATA ITEM DESCRIPTION**Form Approved  
OMB No. 0704-0188

1. TITLE

INSPECTION AND TEST PLAN

2. IDENTIFICATION NUMBER

DI-QCIC-81110

## 3. DESCRIPTION / PURPOSE

3.1 The plan will document the details of the inspection system, tests, and inspections to be performed on the product being procured. It will provide evidence of the contractor's methods for complying with the inspection aspects of the contract and applicable specifications to substantiate product conformance.

4. APPROVAL DATE  
(YYMMDD)

901219

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

N/AIR-5162

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

## 7. APPLICATION / INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID supersedes UDI-R-21375A and DI-R-4803.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

N6110

## 10. REPAIR INSTRUCTIONS

10.1 Format. Contractor format is authorized.

10.2 Content. The plan shall contain a description of the inspection system, the responsibility and authority of each functional element plus other documentation prepared to implement the inspection program, including:

a. Control of source inspection, subcontractor inspection, and all incoming supplies and services.

b. Training and indoctrination to assure that personnel have skills required for assuring product quality.

c. Control of special environments, processes, calibrations, materials, work flow, and functional areas to achieve program objectives.

d. Control and documentation evaluations, product quality audits, instructions, special instructions, reports, and accept-reject criteria.

e. Control and inspection of parts, assemblies, nonconforming material, tolerance limits tests and test equipment.

(Continued on Page 2)

## 11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

**Block 10. PREPARATION INSTRUCTIONS (Continued)**

**10.3 Policies.** The plan shall define policies which are necessary to comply with the inspection requirements and provisions of the contract and applicable specification.

**10.4 Flowcharts.** Flow charts shall be included to show flow of materials and identify tests and inspections from receipt through all manufacturing processes, tests, and inspections to final shipment. References shall be shown to identify processes and inspection procedures, and to differentiate between in plant inspections and subcontracted inspections for subassemblies and assemblies.

# DATA ITEM DESCRIPTION

Form Approved  
OMB No. 0704-0188

1. TITLE		2. IDENTIFICATION NUMBER	
TEST PROCEDURE		DI-NDTI- 80603	
3. DESCRIPTION / PURPOSE			
<p>3.1 The test procedure identifies the step-by-step testing operations to be performed on items under going developmental, qualification, or acceptance testing. It identifies items to be tested, the test equipment and support required, the test conditions to be imposed, the parameters to be measured, and the pass/fail criteria against which the test results</p> <p>(continued on page 2)</p>			
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
880601	G/T2137		
7. APPLICATION / INTERRELATIONSHIP			
<p>7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.</p> <p>7.2 This DID is applicable to contracts requiring tests to be performed for the purpose of developmental or environmental evaluation, acceptance testing, and item qualification testing.</p> <p>7.3 This DID supersedes DI-T-5248 and DI-T-5301</p>			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER	
		G4428	
10. PREPARATION INSTRUCTIONS			
<p>10.1 <u>Format Requirements.</u> The test procedure shall be in the contractor's format on 8 1/2 x 11 inch paper. It shall be bound in such a manner that pages may be removed or inserted without damage or mutilation.</p> <p>10.2 <u>Content requirements.</u> The test procedure shall contain the following:</p> <p>10.2.1 <u>Front matter.</u></p> <p>10.2.1.1 <u>Cover and title page.</u> The following information shall be included on the cover and title page:</p> <ul style="list-style-type: none"> <li>a. Date of issue.</li> <li>b. Revision date (If applicable).</li> <li>c. Procedure document identification number.</li> <li>d. Contract number.</li> <li>e. Contractor's name and address.</li> <li>f. Type of procedure, including purpose (e.g., first article test, developmental evaluation, qualification, environmental (specify), acceptance, or other).</li> <li>g. Identification of the system, subsystem, or equipment to be tested.</li> <li>h. Security classification (if applicable)</li> </ul> <p>(continued on page 2)</p>			
11. DISTRIBUTION STATEMENT			
DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.			

## Block 3. DESCRIPTION/PURPOSE

will be measured. The document is a compilation of individual test procedures for related elements of a system, subsystem, or equipment.

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## Block 10. PREPARATION INSTRUCTIONS (continued)

10.2.1.2 Record of changes. A record of change pages shall be included to provide for tracking of changes to the test procedures.

10.2.1.3 Table of contents. A table of contents is required when more than one test procedure is included in the test procedures document. It shall identify the page location of each procedure number, procedure title, and related equipment nomenclature.

10.2.2 Body of document. For each test procedure, the following information is required:

10.2.2.1 Procedure number. Each procedure shall have an unique number assigned to it.

10.2.2.2 Title of procedure. The title should relate to the purpose of the test.

10.2.2.3 Introduction. The following shall be addressed in the introduction:

10.2.2.3.1 Purpose of test. (As specified in the contract tasking document.)

10.2.2.3.2 System, subsystem, or equipment to be tested. The following identification information shall be provided:

- a. Nomenclature
- b. Model or part number.
- c. Type of test item (prototype, production item, laboratory model, etc.)
- d. Applicable specification.

10.2.2.3.3 Test requirements. Includes the following, each related to the prescribing contract requirement paragraph (specification, standard, plan, or work statement).

- a. Required tests, and parameters to be measured.
- b. Performance requirements, acceptance or compliance limits, and environmental criteria.

10.2.2.3.4 Referenced documents. A list by title, number, date, and source of those documents cited in the test procedure.

## Block 10. PREPARATION INSTRUCTIONS

10.2.2.4 Required test equipment. Includes the following for each piece of test equipment required to perform the procedure:

- a. Nomenclature.
- b. Use of test equipment.
- c. Model Number (if applicable).
- d. Manufacturer (if mandatory).
- e. Accuracy and calibration requirements.
- f. Range or spectrum of measurements required.

10.2.2.5 Table of tests. This table lists each test performed under the procedure in the sequence it is to be performed, identified to the procedure paragraph and the related specification/contract requirement.

10.2.2.6 Step-by-step procedure. The following shall be included for each step of the test procedure:

- a. Test set-up diagrams, including test equipment connections.
- b. Input and output instrumentation points.
- c. Test item operating limits and test conditions to be imposed.
- d. Performance parameters to be measured.
- e. Step-by-step operations to obtain the required data.
- f. Caution and safety warnings as appropriate.

10.2.2.7 Data sheets. Data sheets shall be included with the procedure, or be separately attached at the end of all procedures. They shall provide for:

- a. Identification of item tested, including model and serial numbers.
- b. Recording of test measurements.
- c. Identification of required or objective performance values, with tolerances.
- d. Identification of applicable procedure paragraph.
- e. Date of test.
- f. Signature of technician or inspector performing the tests.

10.2.2.8 Support requirements. Any special support requirements would be included in this section, such as:

- a. Use of special facilities or test ranges.
- b. Personnel requirements (numbers, types, qualifications)..
- c. Unusual electrical, hydraulic, pneumatic, etc. requirements.
- d. Support equipment requirements.



DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
1. TITLE  Certification/Data Report		2. IDENTIFICATION NUMBER  DI-MISC-80678		
3. DESCRIPTION/PURPOSE  3.1 Certification data is required to verify that specific qualifications have been obtained, tests have been performed, parts/assemblies/equipments/systems have been installed, tested, inspected and are ready for operation; that personnel have specific qualifications to perform assignments/operations/inspections; or to certify identity, interchangeability, (Continued on page 2.)				
4. APPROVAL DATE (YYMMDD) 880912	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/SEA 5523	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 Certification may be required for a single event/operation, or may be required for a specified time period, or certification may be required on a continuing basis with periodic re-certification or updating of the original certification.  7.2 The technical content requirements for this item shall be specified in the contract. When this DID is applied to contracts acquiring items via a military specification prepared in accordance with MIL-STD-961, the necessary detailed technical requirements shall be (Continued on page 2.)				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER N4533	
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The report shall be typewritten in narrative format on the contractor's form. The report shall cover the type of certification specified in Block 3, "Subtitle," of the CDRL, DD Form 1423.  10.2 <u>Content</u> . The report shall contain the contract number and data item sequence number, and shall contain a statement that specifically identifies the purpose and applicability of this certification.  10.2.1 <u>Certification of completion</u> . Certification that tests have been performed, inspections made, parts/assemblies/equipments/systems have been installed, tested, inspected, and area ready for operation, or that specific qualifications have been obtained shall provide objective evidence in support of the certification. Objective evidence may include such items as spectographs, radiographs, material sampling, analysis, inspection and testing reports, or any other necessary documentation.  10.2.2 <u>Certification of personnel</u> . Certifications that personnel have specific qualifications shall be supported by licenses, permits, tests, statements of competency, or other documentation. The specific capabilities to perform an assignment, inspection, or other operations shall be stated in the certification.  10.2.3 <u>Certification of data reviews</u> . Certifications that documentation/data has been reviewed shall contain a statement of the "depth" of the examination and the results thereof. If the documentation being reviewed cannot be certified, the report shall so state and shall list the reasons, i.e., deficiencies, conflicting data, etc. (Continued on page 2.)				
11. DISTRIBUTION STATEMENT  DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

Block 3, Description/Purpose (Continued)

compatibility, reliability, or completeness of documentation being prepared or reviewed by a contractor. The technical effort involved will be the result of equipment/procurement specification requirements.

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Block 7, Application/Interrelationship (Continued)

prepared as an appendix to the military specification entitled "Certification Data/Report Technical Content Requirements." The appropriate paragraph in block 10 herein, i.e., 10.3.1 or 10.3.2 shall be specified on the DD Form 1423, Contract Data Requirements List (CDRL).

7.3 This DID supersedes UDI-A-23264B.

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Block 10, Preparation Instructions (Continued)

10.2.4 Certification of compliance. Certification of compliance to specific specification requirements shall be a statement to the effect that the contractor has complied.

10.3 Technical content.

10.3.1 The technical content shall be in accordance with the appendix entitled "Certification Data/Report Technical Content Requirements," contained in the applicable military specification as stated in the DD Form 1423, Contract Data Requirements List.

10.3.2 The technical content shall be as specified on the DD Form 1423, Contract Data Requirements List.

10.4 Supplemental information. Additional specific material, drawings, sketches, photographs, etc., in support of these certifications shall be as defined in the DD Form 1423.

10.5 Signature. The certification report shall be signed by the contractor's authorized representative responsible for insuring that the equipment being delivered/service being performed is in accordance with contract requirements.

<b>DATA ITEM DESCRIPTION</b>			Form Approved OMB No. 0704-0188	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, Va 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188) Washington, DC 20503.				
1. TITLE		2. IDENTIFICATION NUMBER		
PRODUCT DRAWINGS AND ASSOCIATED LISTS		DI-DRPR-81000A		
3. DESCRIPTION/PURPOSE				
3.1 Product Drawings and Associated Lists provide engineering data to support competitive procurement and maintenance for items interchangeable with the original items. These drawings represent the highest level of design disclosure.				
4. APPROVAL DATE 970521		5. OFFICE OF PRIMARY RESPONSIBILITY(OPR)  AR		6a. DTIC REQUIRED
				6b. GIDEP REQUIRED
7. APPLICATION/INTERRELATIONSHIP				
7.1 This Data Item Description (DID) contains the format and content preparation instructions for Product Drawings and Associated Lists resulting from the work task described in 3.6.3 of MIL-DTL-31000A.				
7.2 This DID is applicable to acquisitions of military systems, equipment, and components. It is intended for acquiring drawings and associated lists at the end of the Engineering and Manufacturing Development Phase and during subsequent phases of the DoD materiel life-cycle.				
(Continued on page 2)				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER D7274
10. PREPARATION INSTRUCTIONS				
10.1 <u>Reference Documents.</u> The applicable issue of documents cited herein, including their approval dates and the dates of applicable amendments, notices, and revisions, shall be as cited in the contract.				
10.2 <u>General.</u> Product drawings and associated lists shall meet the requirements of MIL-DTL-31000A. Product Drawings and Associated Lists shall provide the design disclosure information necessary to enable a manufacturer of similar products at the same or similar state of the art to produce and maintain quality control of items(s) so that the resulting physical and functional characteristics duplicate those of the specified item. These drawings shall:				
a. Reflect the end-product at its current level of design maturity.				
b. Provide the engineering data for Logistics Support products.				
c. Provide the necessary data to permit competitive acquisition of items identical to the original item(s).				
(Continued on page 2)				
11. DISTRIBUTION STATEMENT				
DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.				

Block 7, Application/Interrelationship (continued)

7.3 It is not intended that all the requirements contained herein should be applied to every program. This DID should be tailored to the minimum data requirements of the applicable contract or purchase order.

7.4 This DID supersedes DI-DRPR-81000, which superseded DI-E-7031 and DI-CMAN-80779.

7.5 This DID is related to DI-DRPR-81001A, DI-DRPR-81002A, and DI-DRPR-81003A.

7.6 A purchased item, as defined by ASME Y14.24M, an item which is sold or traded in the course of conducting normal business operations, is used by commercial industry, or is a specialized version of a supplier's general product line which he routinely customizes. Purchased items as used herein have also been referred to as vendor items or vendor-developed items.

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Block 10, Preparation Instructions (Continued)

10.3 Format. Product Drawings and Associated Lists shall be in either the contractor's format or Government's format as specified on the Selection Work Sheet incorporated into the contract or purchase order.

10.4 Content. Product Drawings and Associated Lists shall conform to the requirements of ASME Y14.100M, ASME Y14.34M and, where DoD peculiar requirements must be met, MIL-STD-100. They shall document directly or by reference the following, as applicable:

- a. Details of unique processes, i.e. not published or generally available to industry, when essential to design and manufacture.
- b. Performance ratings.
- c. Dimensional and tolerance data.
- d. Critical manufacturing processes and assembly sequences.
- e. Toleranced input and output characteristics.
- f. Diagrams.
- g. Mechanical and electrical connections.
- h. Physical characteristics, including form, finishes, and protective coatings.
- i. Details of material identification, including material condition, and mandatory treatments and coatings.
- j. Inspection, test and evaluation criteria.
- k. Equipment calibration requirements.
- l. Quality assurance requirements.
- m. Hardware marking requirements.

## Block 10, Preparation Instructions (Continued)

- n. Requirements for reliability, maintainability, environmental conditioning, shock and vibration testing and other operational or functional tests.
- o. Vendor substantiation data when required by the contract or purchase order.
- p. Requirements for programming software into devices or assemblies including a description of the input media and the procedures for validating that the software has been installed correctly.
- q. Special consideration items and processes.

**10.5 Item definition.** All parameters required to define each unit, assembly, subassembly, part or material shall be presented on the applicable drawing. This includes data such as:

- a. All necessary mechanical dimensions to fully define fabrication, acceptance, interface or installation of the item depicted.
- b. All necessary electrical parameters to fully define fabrication, acceptance, interface or installation of the item depicted.
- c. All other necessary physical parameters to fully define fabrication, acceptance, interface or installation of the item depicted, i.e., weight, pressure, viscosity, etc.
- d. All necessary environmental conditions which units, assemblies, subassemblies, parts and materials must meet to perform effectively in the end item, such that the end item will meet its specification requirements.

**10.6 CAGE code and document numbers.** Product Drawings and Associated Lists shall be identified with the contractor's CAGE code and contractor document numbers or with a Government CAGE code and document numbers as specified in the Selection Work Sheet incorporated in the contract or purchase order.

**10.7 Selection of drawings.** The types of drawings required will vary according to the complexity of the contract end item. The Selection Work Sheet incorporated in the contract or purchase order will specify whether the contractor or the Government is responsible for selecting the types of drawings and lists.

**10.7.1 Vendor item control drawings.** Vendor item control drawings shall be used to specify the requirements for purchased items (see 7.6) when such items have been approved for use in the design and are used without alteration, selection or source qualification (testing of an item prior to procurement action to ensure that it satisfies the specified requirements).

**10.7.2 Source control drawings.** Source control drawings shall be used to specify the requirements for purchased items (see 7.6) only when such items have been approved for use in the design and:

- a. the item is for a critical application and
- b. the requirements can be met by an item from one or more sources and
- c. the application required source qualification (testing of an item prior to procurement action to ensure that it satisfies the specified requirements).

**10.7.3 Standard Microcircuit Drawings.** Standard Microcircuit Drawings (MIL-HDBK-780) shall be used to specify the requirements of microcircuits.

**DATA ITEM DESCRIPTION**Form Approved  
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. **PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.**

**1. TITLE**

Scientific and Technical Reports

**2. IDENTIFICATION NUMBER**

DI-MISC-80711A

**3. DESCRIPTION/PURPOSE**

3.1 Scientific and Technical Reports document and disseminate the precise nature and results of analytical studies, research, development, test and evaluation (RDT&E) on an assigned task(s) to the analytical, scientific, technical and management community. Scientific and Technical Reports, may be definitive for the subject presented, exploratory in nature, or an evaluation of critical subsystem or of technical problems.

**4. APPROVAL DATE**  
(YYYYMMDD)

20000121

**5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)**

L/DD

**6a. DTIC APPLICABLE**

X

**6b. GIDEP APPLICABLE****7. APPLICATION/INTERRELATIONSHIP**

7.1 This DID contains the format requirements and preparation instructions for the information product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID is applicable to the elements, organization and design of technical publications.

7.3 This DID supersedes UDI-S-23272C, DI-S-4057, DI-S-3591A, and DI-MISC-80711.

7.4 Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd., Ste. 0944, Ft. Belvoir, VA 22060-6218

**8. APPROVAL LIMITATION****9a. APPLICABLE FORMS**

SF 298

**9b. AMSC NUMBER**

L7382

**10. PREPARATION INSTRUCTIONS**

10.1 Reference document. The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

10.2 Document format shall be in accordance with ANSI/NISO Z39.18 Scientific and Technical Reports -- Elements, Organization, and Design.

10.3 Document content shall be clearly written, describe accomplishments and other facts adequately with no technical errors, and be acceptable for release. If marked unclassified, unlimited, they should be accompanied by a letter certifying that the documents have been cleared for public release and sale, to include foreign nationals.

**11. DISTRIBUTION STATEMENT**

Distribution Statement A: Approved for public release; distribution is unlimited.

DATA ITEM DESCRIPTION			Form Approved OMB No 0704-0188	
1 TITLE  Training Materials		2 IDENTIFICATION NUMBER  DI-ILSS-80872		
3 DESCRIPTION/PURPOSE  3.1 Provides the minimum materials required to support a military services training program on the end item equipment.				
4 APPROVAL DATE (YYMMDD)  890629	5 OFFICE OF PRIMARY RESPONSIBILITY (OPR)  S/DPSC-RST		6a DTIC APPLICABLE	6b GIDEP APP. CABLE
7 APPLICATION/INTERRELATIONSHIP  7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.				
8 APPROVAL LIMITATION		9a APPLICABLE FORMS		9b AMSC NUMBER  S4775
<p>PREPARATION INSTRUCTIONS</p> <p>10.1 <u>General</u>. The training materials shall be suitable for application in a self paced, self directed format. The materials shall contain sufficient written or audio-visual instructions to guide students through all specified didactic and hands-on training without a need for instruction lectures and with a minimum requirement for instructor interface with students. Existing manufacturer's training and service manuals can be used in so far as they meet specified requirements. The role of the instructor will be to observe and evaluate student progress, to answer questions, provide supplemental training when necessary, and to insert training malfunctions into the equipment. The training materials should be for students with prerequisite knowledge of electronics theory, use of general electronic test equipment, and a basic knowledge of hand tools.</p> <p>10.1.1 <u>Format</u>. The materials provided shall be in the contractor's own format. However, each text shall include a table of contents. This shall include a listing of all major subjects and the page number on which they appear.</p> <p>10.2 <u>Contents</u>. The training materials shall consist of a programmed text, instructor guidance and supplemental written and audio-visual material used to support a training program. All instruction, information, and schematics shall be in the English language and use standard symbology.</p> <p style="text-align: right;">Continued on Page 2</p>				
11 DISTRIBUTION STATEMENT  <u>DISTRIBUTION STATEMENT A</u> : Approved for public release; distribution is unlimited.				

## Block 10. Preparation Instructions (Continued)

10.2.1 Programmed Text. The programmed text shall be designed to guide the student through the clinical application, operation, inspection, adjustment, troubleshooting, and repair of the equipment. The programmed text shall be divided into the sections listed below. Each section, except as noted, shall include at the end a written or practical exercise to evaluate student understanding of information provided in that section. Each section may refer the student to other supplemental written or audio-visual material (transparencies, 35mm slides, charts, or VHS format video cassettes), which shall be included in the package. The following lists the requirements for each section. Additional sections and material can be added.

10.2.1.1 Required Material. This section shall list all equipment and material required by the student to complete the programmed text, including test equipment, audio-visual material, tools, supplies, and simulators. No student exercise is required.

10.2.1.2 Clinical Application. This section shall give a detailed explanation of the equipment's diagnostic or therapeutic use in the medical environment. The purpose of this section is to give the student sufficient background information on medical applications and terminology associated with the equipment to communicate with medical personnel using it. This section may be combined with the following section.

10.2.1.3 Operating Procedures. This section shall guide the student step-by-step through the hands-on operation of the equipment from start-up to shut-down. The instructions will be sufficiently detailed to allow the student to operate and evaluate performance of all operator accessible controls and functions. It shall also include sufficient information for interfacing the equipment with the patient or simulators for routine use, as applicable. Before the student is instructed to operate the equipment, all safety precautions to prevent injury or equipment damage shall be clearly explained. The purpose of this section is to give the student sufficient information to operate the unit and conduct in-service user training classes.

10.2.1.4 Routine Inspection. This section shall guide the student step-by-step through routine inspection of the unit to assure proper and safe operation. Inspection shall be listed in a checklist format, followed with detailed information if needed. This section should include:

- (1) Daily user maintenance or performance checks.
- (2) Monthly or annual preventive maintenance inspection to include inspection of components subject to wear, routine servicing requirements such as lubrication or filter changes, safety inspection, tolerance, and frequency of inspection.



Block 10, Preparation Instructions (Continued)

10.2.1.5 Calibration. This section shall list all adjustments and calibrations required to assure accurate and safe operation of the equipment, including frequency and tolerances. This shall include user daily calibration, periodic calibration, and calibration/adjustments required to bring the unit back into specifications. All test equipment and simulators required to perform these calibrations or adjustments shall be listed.

10.2.1.6 Troubleshooting. This section will explain in detail how all functions of the system operate, including detailed circuit theory. In the course of explaining theory of operation, significant waveforms and voltages will be shown in the text as well as proper equipment hookup to measure these. A troubleshooting guideline shall be given to help the student locate common problems. Warnings shall clearly be listed when improper test equipment hookup might cause personal injury or damage to equipment.

10.2.1.7 Repair. This section shall show the student how to repair high failure parts (including malfunctions inserted by instructor) remove equipment covers/access panels, disassemble major systems, and reassemble. Warnings shall clearly be stated if injury or equipment damage can be caused by improper disassembly (e.g.: counter balances). Specialized tools required shall be listed.

10.2.2 Instructor Guidance. Guidance for instructors to use in applying the programmed text shall be provided under separate cover. The guidance shall include:

- (1) Answers to all student exercise.
- (2) Descriptions of points in the programmed text where instructor involvement, observation, or action is necessary or recommended to insure safety or verify student performance.
- (3) Instructional Malfunctions consisting of a listing of various equipment malfunctions to be introduced by the instructor and diagnosed and repaired by the student. A minimum of five malfunctions is required for each separately identifiable system or circuit. The malfunctions should approximate as nearly as possible, problems likely to occur, and may consist of a combination of system maladjustments and bad components. A listing of malfunctions will be given which shall include:
  - a. Action required by instructor to install malfunction; exact component to replace or maladjustment to make.
  - b. Description of symptom caused by malfunction.
  - c. Test equipment and tools required to detect the malfunction.
  - d. Suggested allowable time for student to diagnose malfunction.
  - e. Availability and cost of bad components to be used as malfunctions.

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
2. TITLE  STATUS OF GOVERNMENT FURNISHED EQUIPMENT (GFE) REPORT		1. IDENTIFICATION NUMBER  DI-MGMT-80269		
3. DESCRIPTION/PURPOSE 3.1 This report describes status and supply condition data about Government Furnished Equipment (GFE) which the contractor has received under the contract.  3.2 This report will be used to review the condition, installation and effectiveness of the GFE.				
4. APPROVAL DATE (YYMMDD)  861229	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)  M/LMA	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract.  7.2 This DID is applicable to contracts in which GFE has been provided to the contractor in support of the contract.  7.3 This DID supersedes UDI-P-25581.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER  M4007
10. PREPARATION INSTRUCTIONS  10.1 <u>FORMAT</u> . The report shall be in contractor format.  10.2 <u>CONTENT</u> . The report shall contain the following information: 10.2.1 Contract Number. 10.2.2 List of Government Furnished Equipment by Nomenclature. 10.2.3 National Stock Number of each equipment. 10.2.4 Serial Number of each equipment. 10.2.5 Quantity of each equipment. 10.2.6 Condition of each equipment, in accordance with the equipment condition status listed below:  a. Serviceable Usable Without Qualification. New, used, repaired, or reconditioned equipment which is serviceable and usable without limitation or restriction.				
(Continued on Page 2)				
11. DISTRIBUTION STATEMENT  DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

10. PREPARATION INSTRUCTIONS (contd)

b. Serviceable Usable With Qualification. New, used, repaired, or reconditioned equipment which is serviceable and useable for its intended purpose but which is restricted from issue to specific units, activities, or Geographical areas by reason of its limited usefulness or short service-life expectancy.

c. Serviceable Test/Modification. Serviceable equipment which requires test, alteration, modification, conversion or disassembly. This does not include items which must be inspected or tested immediately prior to issue.

d. Unserviceable Repairable. Economically repairable equipment which requires repair, overhauls, or reconditioning.

e. Unserviceable Incomplete. Equipment requiring additional parts or components to complete the end item prior to issue.

f. Unserviceable Condemned. Equipment which has been determined to be unserviceable and can not be repaired.

g. Unserviceable Reclamation. Equipment determined to be unserviceable, uneconomically repairable as a result of physical inspection, tear down, or engineering decision. Item contains serviceable components or assemblies to be reclaimed.

10.2.7 Status of use of the Government Furnished Equipment.

10.2.8 Solutions of problems relating to 10.2.6 and 10.2.7 above.

10.2.9 Request for assistance for repair of the GFE, as necessary.